

PRELIMINARY PLAT/ CONCEPT PLAN CHECKLIST

Case Number: _____

1. ☐ Bar scale, scale, north arrow
2. ☐ Plat title block, plat name, plat preparation date
3. ☐ Original survey and acreage of area being platted
4. ☐ Reference Case Numbers
5. ☐ Subdivider / Owner name and address
6. ☐ Vicinity map (labeled "NTS," oriented and showing at least two nearby major thoroughfares)
7. ☐ Adjacent property information (owner name, recording volume and page, recorded lots)
8. ☐ Existing / Proposed Land Use of plat area and land within 300 feet
9. ☐ Existing/ Proposed Zoning of plat area and land within 300 feet
10. ☐ Land Use Table as indicated on application at "Development Yield"
11. ☐ Topographic Contours at 5 foot intervals
12. ☐ Perimeter Tree Outline
13. ☐ Identification of 100 Year Flood Plain and Flood Way limits
14. ☐ Development Phasing boundaries
15. ☐ Project boundary in bold weight, solid line
16. ☐ Solid lot lines
17. ☐ Clearly indicate all existing and proposed easements
18. ☐ Right-of-way lines clearly shown on plat
19. ☐ Sequential lot and block numbering
20. ☐ Block / Street Length Table
21. ☐ Overall, Centerline, Median and radii measurements of all ROW
22. ☐ Location of all existing Oil and Gas Wells
23. ☐ Tie-down to nearest existing street intersection
24. ☐ City limits and/or ETJ boundaries
25. ☐ Identification of open spaces or HOA lots
26. ☐ Identification of any remaining portions of lots
27. ☐ Lot areas and widths in conformance to underlying zoning

Service Providers:

Electric Service Company _____
 Water Source _____
 Sewer Source _____
 School District _____
 County _____

Submittal Requirements:

- ☐ 30 Full Size Plats – folded
- ☐ 8 1/2 x 11 copy of plat
- ☐ Completed Application & Checklist
- ☐ Storm Water Management Plan acceptance letter
- ☐ Digital Submission (MicroStation or AutoCad) and PDF
- ☐ Traffic Impact/ Assessment Study (if required)
- ☐ Comprehensive Water/ Sewer Study (if required)
- ☐ ETJ - Names/addresses of property owners within 300 ft in Word Document
- ☐ Letter of Authorization from Record Property Owner or owner signed Application